

**Coffeeville School District Homeless
Children and Youth Policy and Procedures
SY 2021 - 2022**



Coffeeville School Board Approved: _____

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Coffeeville School District

Definition

The McKinney-Vento Homeless Education Assistance Act assures preschool-aged and school-aged children certain rights.

Definition:

The McKinney-Vento Acts defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (*sometimes referred to as doubled-up*);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Requirements:

The McKinney-Vento Act provides certain rights for homeless students. They include waiving certain requirements such as proof of residency when students are enrolling and allowing categorical eligibility for certain services. The Act also states:

- Homeless students may attend their school of origin or the school where they are temporarily residing.
- Homeless students must be provided a written statement of their rights when they enroll and at least two times per year
- Homeless students may enroll without school, medical, or similar records.
- Homeless students have a right to transportation to school.
- Students must be provided a statement explaining why they are denied any service or enrollment.
- Students must receive services, such as transportation, while disputes are being settled.

Procedures for Identifying a Homeless Student

A student may be considered homeless if:

- The student indicates a homeless status at the time of enrollment
- An affidavit of residency indicates that the arrangement is temporary due to necessity (due to loss of housing, economic hardship, or a similar reason)

Procedures for Enrolling a Homeless Student

The school may not deny, delay, or transfer enrollment solely because a student is homeless, or because a homeless student is unable to produce school, medical, or residency records.

A school enrolling, or about to enroll, a homeless student shall:

- Immediately enroll the student, regardless of the availability of educational and/or immunization records
 - If a student attempts to register without a parent/guardian, effort should be made to contact the parent/guardian
 - The homeless student may not be barred from enrollment due to lack of immunization until an effort has been made to obtain records. If records cannot be obtained, assistance should be provided in getting the student properly immunized.
 - If a birth certificate is not available, the student should be registered. The Department of Human Services may be contacted to assist in obtaining a copy of the birth certificate.
 - The student will be identified as homeless in the district's student information system.
- Make a reasonable effort to verify that the child is homeless.
- Contact the school last attended to obtain relevant academic and other records
 - If student records cannot be obtained or records are not available an educational record (cumulative folder) will be developed. In these cases, an academic diagnostic test may be administered to assist in the determination of the student's skill levels and appropriate placement.
 - Priority shall be given in evaluations of homeless student suspected of having a disability.
- Provide free meals within one school day after the student enrolled. If necessary, assistance will be provided for completion of free and reduced lunch forms.
- Provide access to the same services comparable to those offered to other students in the school which the homeless student attends such as:
 - transportation services
 - educational services
 - school nutrition programs
 - vocational and technical programs
 - extra-curricular and enrichment activities
- Coordinate with and/or refer student to other community resources in aiding the homeless student/family.
- Contact the district homeless liaison, Brian Phelps, by sending him a copy of the residency form indicating homelessness.

It is important that the academic and educational programs for children who are temporarily without a home are no different than those of the general student population.

Coffeeville School District Homeless Policy

EDUCATION FOR HOMELESS CHILDREN AND YOUTH

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated based on their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students.

The superintendent or designee will produce written guidelines for distribution to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

DEFINITIONS

For the purposes of this policy, children are deemed to be homeless under the following conditions:

A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to being placed in an institution, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

- A child who is living in a transitional or emergency shelter.
 - A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
 - A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
 - A migratory child who is staying in accommodations not fit for human habitation.
 - A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
 - A child who is placed in a state institution because s/he has no other place to live.
 - A child who has been abandoned by his/her family and is staying in a hospital.
 - A child whose parents or guardian will not permit him/her to live at home and who lives on the street, or other inadequate accommodations.
 - School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.
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SERVICES TO BE PROVIDED

1. Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, 42USC11431, it shall be the policy of this school district, to the extent practicable under requirements relating to education established by state law, that each eligible child of a homeless individual and each eligible homeless youth will have access to a free appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.
2. The placement of an eligible homeless child or youth will be made according to the district policy regarding assignment of pupils and will take into consideration the best interests of the homeless child or youth and placement requests made by a parent.
3. The choice of placement in either the "school of origin" or the school serving the "place of abode" will take place regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parent(s).
4. Provided the homeless child or youth meets eligibility criteria, he/she will be provided transportation services; compensatory education programs for the disadvantaged; educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs.
5. Any and all records ordinarily kept by this school district, including immunization records, academic records, birth certificates, guardianship records, evaluations for special services and programs shall be kept on homeless children and youth and shall be forwarded in a timely fashion should a child or youth enter a new school or school district; and in a manner consistent with S1232g of Title 20.
6. Should this school district receive assistance un S11432 of the Act, it shall coordinate with local social service agencies and other agencies or programs providing services to such children or youth and their families.
7. Should this school district receive assistance under S11432 of the Act, it shall designate a homelessness liaison to insure that homeless children and youth enroll in and succeed in the schools of their district; and, homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services.
8. The homelessness liaison shall inform school personnel, service providers and advocates working with homeless families of the duties of the liaison.
9. This school district has and will continue to review and revise, to the extent practicable under the requirements relating to education established by state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools selected in accordance with paragraphs 2, 3 and 4 above.
10. In reviewing and revising such policies, to the extent practicable under the requirements relating to education established by state law, consideration shall be given to issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship.

11. Disputes which may arise regarding the assignment of a homeless child or youth will be promptly resolved according to the provisions of Policy JBCCA Assignment of Pupils. Other issues or disputes will be directed to the attention of the school official responsible for that matter for prompt resolution. If this dispute cannot be resolved locally, any aggrieved party may make written request for a review of the matter to:

Coordinator of the Homeless Program
Mississippi Department of Education
P. O. Box 771
Jackson, MS 39205

LEGAL REF.: McKinney-Vento Homeless Education Assistance Improvements Act of 2001

CROSS REF.: Policies JAA Equal Educational Opportunities
JBCCA Assignment of Pupils
IB Instructional Goals

REFERENCES:

- 37-15-1 - Maintenance of permanent records and cumulative folders for pupils; requirement of certified birth certificate or other evidence of age.
- 37-7-301 - General powers and duties.
- 41-23-37 - Immunization practices for control of vaccine preventable diseases; attendance by unvaccinated children.

Definition and Identification of Unaccompanied Youth

An *unaccompanied youth* is defined in the McKinney-Vento Act as “a homeless child or youth not in the physical custody of a parent or guardian.” (42 U.S.C. § 11434a(6)). This definition can be used to describe youth who are residing with a caregiver who is not a parent or guardian as well as youth who are living without the care of an adult.

An unaccompanied youth must fit the definitions of both homeless and unaccompanied in the McKinney-Vento Act to receive assistance under the provisions in the law. That is, an

unaccompanied youth is a child or youth who is not in the physical custody of a parent or guardian *and* lacks a fixed, regular, and adequate nighttime residence.

There are many youth who do not live in the physical custody of a parent or guardian, however, only those who are homeless are eligible for McKinney-Vento services. The flowchart in Appendix 9.A

Only those youth who are both unaccompanied and homeless qualify for assistance under the McKinney-Vento Act.

There is no lower age limit for unaccompanied homeless youth. The upper age limit, as with all McKinney-Vento eligible students, is the upper age limit for public education. The upper limit varies from State to State but is often 21 to incorporate mandates for public education under the Individuals with Disabilities Education Act (IDEA), which allows youth up to age 21 to receive special education services.

McKinney-Vento eligibility determinations are based on the youth's current living situation, not the circumstances that caused the student to leave home. An unaccompanied homeless youth is eligible for services regardless of whether the student was asked to leave the home or chose to leave due to conditions in the home. While it can be easy to consider the reason a youth left home trivial—that the youth has a perfectly good home or that the youth simply needs to abide by the rules set by the student's parents—there may be other circumstances that warrant the youth being out of the home at this time. Sometimes the “rest of the story” is never known by school staff as the youth may not be willing to disclose uncomfortable or embarrassing details. Ultimately, regardless of your understanding of the full details that led to the student being unaccompanied and homeless, your responsibility under the McKinney-Vento Act is to ensure the student has an equal opportunity to attend and succeed in school.

It is important for the local liaison to reinforce in trainings with school staff that the school's primary responsibility is to enroll and educate homeless children and youths in accordance with the McKinney-Vento Act. Judgments regarding why a youth left home fall outside the purview of the public education system. Schools are required to enroll any unaccompanied youth who fits the definition of homeless.

Section 9.3 McKinney-Vento Act Provisions for Unaccompanied Homeless Youth

Unaccompanied homeless youth are ensured the same educational rights that the McKinney-Vento Act provides for other homeless students, which include the right to:

- enroll immediately, even if they do not have paperwork normally required for enrollment or have missed application or enrollment deadlines [42 U.S.C. § 11432(g)(3)(C)(i)];
- attend either the local attendance area school or the school of origin, with the placement decision based on the student's best interest, giving priority to the youth's request [42 U.S.C. § 11432(g)(3)(B)(ii)];
- attend either the local attendance area school or the school of origin, with the placement decision based on the student's best interest, giving priority to the youth's request [42 U.S.C. § 11432(g)(3)(B)(ii)];
- remain in the school of origin (including the designated receiving school at the next grade level for all feeder schools) for the duration of the homelessness and until the end of the school year in which the student becomes permanently housed [42 U.S.C. § 11432(g)(3)(A)(i), 42 U.S.C. § 11432(g)(3)(I)(ii)].
- receive transportation to and from the school of origin [42 U.S.C. § 11432(g)(1)(J)(iii)];*
- receive educational services, such as free school meals and Title I services and participate in gifted and talented programs, vocational and technical education, alternative education, programs for English learners, and any other services comparable to what housed students receive [42 U.S.C. § 11432(g)(4)]; &

- not be stigmatized or segregated because of their status as homeless [42 U.S.C. § 11432(g)(1)(J)(i)].

In addition to the provisions that apply to all homeless students, the McKinney-Vento Act includes the following provisions specifically for unaccompanied homeless youth:

- Unaccompanied homeless youth shall be immediately enrolled without proof of guardianship [42 U.S.C. § 11432(g)(1)(H)(iv)];
- During a dispute over school selection or enrollment, unaccompanied homeless youth shall receive a written statement explaining the school's decision, the youth's right to appeal the decision, and a referral to the local liaison, and students must be enrolled in school immediately while disputes are resolved [42 U.S.C. § 11432(g)(3)(E)];
- Local liaisons must ensure that unaccompanied homeless youth
 - are immediately enrolled in school;
 - have opportunities to meet the same state academic standards as other children and youth; and
 - are informed of their status as independent students for the purpose of applying for financial aid for higher education and provided verification of such status for the Free Application for Federal Student Aid (FAFSA) [42 U.S.C. § 11432(g)(6)(A)(x)].

Transportation of Homeless Children and Youth Procedure

The mode of transportation for homeless and other highly mobile students is determined by the student's best interest.

School Administration's Role

1. Provide Transportation Director with information about the transportation needs and pickup location of homeless students.
2. Provide Transportation Director with the name of each homeless student's grade placement, contact information, and classroom teacher's name.

Transportation Director's Role

1. Communicate regularly with the district homeless liaison and principals of schools which serve homeless students.
 2. Establish procedures to receive information about the transportation needs and pickup location of homeless students.
 3. Train bus drivers on the rights and needs of homeless students, as well as on the need for sensitivity and confidentiality.
 4. Develop a bus routing system that can respond flexibly and quickly to new "pickups."
 5. Work with parents or guardians to arrange for transportation that is in the student's best interest, including transportation to and from the school or origin, if necessary.
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Coffeeville School District Homeless Parent / Family Questionnaire

LaShanda Hoskins, Homeless Liaison
662.675-8941, Ext: 1011
Homeless Education Program

For Families in Uncertain Housing

If you are experiencing any of the following situations, please check the correct item and complete the form so that we may assist your family and child. All information obtained is **confidential** and registration for school will not be denied if you choose not to complete this form.

- Temporarily living with others due to lack of housing or economic hardship.
- Living in a motel or hotel.
- Living in emergency or transitional shelters.
- Unaccompanied youth (no parent or guardian).
- Unsheltered living in a car, campground, abandoned building, or similar situation.

Yes No

I am interested in assistance regarding homelessness

Student ID Number: _____ Date of Birth: _____

Name: _____

Parent or Guardian Name: _____

Parent or Guardian Contact Number: _____

Emergency or Alternate Contact Name & Number: _____

<u>Student Name(s)</u>	<u>School Name</u>	<u>Gender</u>	<u>Grade Level</u>

Please check all statements that are true:

- Student needs transportation to school.
- Student receives special education services.
- Student requires counseling and/or medical services.

Homeless Student Rights Verification Sheet

Student's Name _____ School _____

Grade _____ School Year _____

School Enrollment Designee's Name _____

Student was given their rights upon identification

Student's Signature _____

School Enrollment Designee's Signature _____

Date _____

Student was given their rights two additional times during school year

Student's signature _____

School Enrollment Designee's Signature _____

Date _____ Date _____

Student consulted with School/Academic Counselor to collaborate and implement an Academic Plan or Career Plan (High School Student)

Student's Signature _____

School Enrollment Designee's Signature _____

Date _____

Student was notified of their right to file independently on the FAFSA (College Enrollee)

Student's signature _____

School Enrollment Designee's Signature _____

Date _____

Coffeeville School District Procedures for Resolution of Disputes Regarding Placement of Homeless Students

1. If a dispute arises over school selection or enrollment, the Coffeeville School District shall immediately enroll the homeless student in the school in which enrollment is sought by the parent or guardian, pending resolution of the dispute. Disputes shall be resolved at the district level rather than the school level. The same provision applies to placement of unaccompanied youth. Inter-district enrollment disputes shall be resolved at the state educational agency level.
 2. The Coffeeville School District shall provide the parent, guardian, or unaccompanied youth with a written statement of the school placement decision and the appeal rights. The unaccompanied youth, parents, or guardian shall be referred to the Coffeeville School District homeless liaison, who shall expeditiously carry out the dispute resolution process.
 3. The dispute resolution process involving intra-district disputes shall be informal and accessible. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the school district or Coffeeville Homeless Liaison's office. The process officially begins by parents, guardians, or youth completing and turning the form in to the school or District. Parents, guardians, and unaccompanied youth shall be informed that they can provide written or oral documentation to support their position.
 4. Written notice shall be written in a language the parent, guardian, or unaccompanied youth can understand and include the following:
 - A. Contact information for the Coffeeville School District Homeless Liaison and State coordinator, with a brief description of their roles.
 - B. A simple, detachable form that parents, guardians may complete and turn in to the school to initiate the dispute process. The school shall copy the form and return the copy to the parent, guardian, or youth for their records when it is submitted.
 - C. A step-by-step description of how to dispute the school's decision.
 - D. Notice of the right to enroll immediately in the school of choice pending resolution of the dispute.
 - E. Notice that "immediate enrollment" includes full participation in all school activities.
 - F. Notice of the right to appeal to the State if the district-level resolution is not satisfactory.
 - G. Timelines for resolving district and State appeals.
 5. All written protests submitted to the district, shall be considered by the Coffeeville School Board at the first regularly scheduled meeting after the submission of the written protest.
 6. For inter-district disputes, representatives from all involved districts and the state educational agency shall be present to resolve the dispute. The state-level appeal process, involving the State coordinator, shall be used to resolve the dispute. The State established timelines for resolution shall be followed.
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Coffeerville School District Homeless Appeal Procedures

The child, parent, guardian, or other accompanying adult who wishes to appeal an adverse decision must start the appeal process by submitting a request for dispute resolution to the Superintendent of Schools. Upon submission of a request for dispute resolution, the Superintendent will:

1. Confirm that the child has received the opportunity to immediately enroll in the district school in which enrollment is sought, pending resolution of the appeal; and
2. Expediently resolve the appeal according to the following dispute resolution procedures:
 - a. The Superintendent will add the dispute to the agenda with the Coffeerville School Board and contact the person initiating the dispute within five working days of receiving the notice of dispute with the next School Board meeting date. The Board will listen to the person's account of the problem, review information from the Liaison, and consider the law and what factors affects the best interest of the child.
 - b. The Superintendent will provide within five working days:
 - i. A written explanation of the decision regarding school selection or enrollment; and
 - ii. Notice of the right to appeal the District's decision to the State Homeless Education Coordinator and the form with which to initiate such appeal will be sent to the complainant.

The Coffeerville School District is committed to serving homeless and unaccompanied youth and does not anticipate having to use the dispute resolution process; however, if needed, the procedures are in place to ensure the rights of homeless students.

**Coffeeville Municipal Separate School District
Education of Homeless Children and Youth
Written Notification of Enrollment Decision
(FORM 1)**

This form is to be completed by the District Homeless Education Liaison when an enrollment request is denied.

Date: _____

Person completing form: _____ Job title: _____

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian: _____

Student(s): _____

Regarding Enrollment Request: _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied based upon the following: _____

You have the right to appeal this decision by completing the attached appeal form (**Form 2**) or by contacting the Coffeeville School District Superintendent:

Mr. Dexter Green
Coffeeville School District
96 Mississippi Street
Coffeeville, MS 38922
Telephone: 662-675-8941, Ext: 1001
Email: dgreen@coffeevilleschools.org

Please Note:

- The student(s) listed above have the right to immediately enroll in the school of residency or school of origin, pending resolution of the dispute.
- You may use the form attached to this notification to provide evidence to support your position.
- You may contact the state coordinator for homeless education:

LaDewayne Harris
Mississippi Department of Education
PO Box 771, Jackson, MS 39205-0771
Telephone: 601-359-3499 Fax: 601-359-2587

- You may seek the assistance of advocates or attorneys.
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**Coffeeville School District Education of Homeless Children and Youth Request for District-Level
Dispute Resolution
(FORM 2)**

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth to appeal the decision of the district Homeless Education Liaison.

Date submitted: _____
Person completing form*: _____
Contact Information: _____
Relationship to student(s): _____
Student(s): _____
School: _____
Date of enrollment decision being appealed: _____

I wish to appeal the enrollment decision made by the district Homeless Education Liaison (LaShanda Hoskins).

I have been provided with:

- A written explanation of the district Liaison's decision (**Form 1**).
- Contact information for the superintendent:

Mr. Dexter Green
Coffeeville School District
96 Mississippi Street
Coffeeville, MS 38922
Telephone: 662-675-8941, Ext: 1001
Email: dgreen@coffeevilleschools.org

A copy of the District-Level Dispute Resolution Process concerning enrollment for student experiencing homelessness.

Optional: You may include a written explanation to support your appeal in the space provided below.

*Signature of person completing form _____

Information for Homeless Children and Youth

The Right to a Free and Appropriate Public Education McKinney-Vento Homeless Education Assistance Act

The Coffeerville School District recognizes its obligation to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. The district shall remove barriers to enrollment and provide homeless students with access to education and other services necessary for these students to meet the same challenging performance standards as other students. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall homeless students be stigmatized in any way.

The designated homeless liaison shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Legal Reference: H.R.1, Public Law 107-110, reauthorized by the No Child Left Behind Act (NCLB) 2001, Title X, Part-Homeless Education, Subtitle B of Title VII, McKinney-Vento Homeless Assistance Act 2002: Education for Homeless Children and Youth (42 USC 11432 et seq.) Sections 721-726.

[Local Liaison for Homeless Education:](#) LaShanda Hoskins Office Phone 662-675-8941, Ext: 1011

Resources and Organizations

- National Coalition for the Homeless: <http://www.nationalhomeless.org/>
- National Association of the Education of Homeless Children and Youth: <http://naehcy.org/>
- National Law Center for Homeless and Poverty: <http://www.nlchp.org/>
- National Network for Youth: <http://www.nn4youth.org/>
- National Center for Homeless Education: <http://www.serve.org/nche>

FAQ (Frequently Asked Questions)

Q. Who is homeless?

- A. Anyone who, due to lack of housing or economic reasons, lives:
- in a shelter
 - in a motel
 - in a vehicle
 - in a campground
 - on the street
 - doubled up with relatives or friends

Q. Where can homeless children and youth attend school?

- A. The school in which the child or youth was last enrolled (school of origin) or the school in the attendance area where the child or youth is temporarily living.

Q. Can students experiencing homelessness be denied enrollment if the parent/guardian does not have proof of residency?

- A. NO. The parent/guardian may sign an affidavit stating that the family is staying in temporary accommodations.

Q. What if the parent/guardian does not have the school records for a child experiencing homelessness?

- A. Ask that the homeless child or youth be enrolled in school until the records arrive.
Ask that a student's immunization records be transferred from the sending school to receiving school.

Contact the Coffeerville Superintendent's Office, School Counselor, or Local Homeless Education

Date Approved by the Coffeerville School Board: _____

FLYER-
Identifying and Serving Homeless Students

1. The McKinney-Vento definition of homeless children
 - a. The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 seeks to ensure that homeless students have access to the same public education they would receive if they were not homeless
 - b. Districts are charged with ensuring that a child's homelessness causes no interruption in his education, that he be provided with whatever services or supplies he needs to fully participate in his school's academic program
 - c. Homeless children and unaccompanied youth are those who "lack a fixed, regular, and adequate nighttime residence."
 - i. Families Sharing Housing (doubled up) with relatives or other families due to economic hardship.
 - ii. Families living in motels, hotels, trailer parks, campgrounds, or shelters.
 - iii. Children abandoned in hospitals or awaiting foster care placement.
 - iv. Children living in places not designated for housing, such as cars, public spaces, abandoned buildings, substandard housing, or bus or train stations
 - v. Children designated as "migratory" who meet one of the above criteria
 - d. All school districts must designate a liaison for homeless children and unaccompanied youth who will
 - i. assist homeless students and families in enrolling in school and obtaining required immunizations or other medical records
 - ii. make sure parents and school personnel are aware of the rights of homeless children and unaccompanied youth
 - iii. ensure that students are immediately enrolled pending resolution of enrollment disputes
 - iv. coordinate transportation
 - v. coordinate all stakeholders responsible for providing education and related support services
2. Enrollment Requirements
 - a. McKinney-Vento requires immediate enrollment even if a student lacks documentation normally required for enrollment, such as records from his previous school, vaccination or other medical records, or proof of residency
 - b. The school is required to contact the student's previous school to obtain school records
 - c. The school is required to refer the student's parents for assistance in obtaining needed medical records or services
 - d. In the case of a dispute, the student must be enrolled until the dispute is resolved
 - e. The student's parents must be notified, in writing of their right to appeal an enrollment decision
 - f. Unaccompanied homeless youth must be enrolled immediately and referred to the homeless liaison for assistance
 - g. If it is determined that it is in a child's best interest, and it is feasible, to continue his education at the school of origin, a district must provide a homeless students transportation to and from his school of origin.
3. Students experiencing homelessness are automatically eligible to receive Title I services
4. Students experiencing homelessness are to have access to all school programs
5. District are prohibited from segregating and / or stigmatizing students who are experiencing homelessness

Steps toward identification of Homeless Students

1. Know the signs:
 - a. Attendance at many schools
 - b. Lack of continuity in education
 - c. Lack of immunization records
 - d. Chronic hunger or fatigue
 - e. Erratic attendance and tardiness
 - f. Inability to contact parents
 - g. Poor Hygiene
 - h. Lack of basic school supplies or ability to complete after school projects
 - i. A marked change in behavior
 - j. Poor self-esteem or extreme shyness
 - k. Aggression
 - l. "Old" beyond years
 - m. Protective of parents
 - n. Anxiety late in the school day
 - o. Parents
 - i. May exhibit anger or embarrassment when asked about current address
 - ii. Mention of staying with grandparents, or other relatives, friends, or in a motel
 - iii. Comments like "We are staying with relatives until we get settled"
2. Common reasons for homelessness in Tippah County:
 - a. Fire
 - b. Eviction due to loss of job
 - c. Parent(s) in jail
 - d. Teen moves out because of disagreements with parents or abuse
3. If you suspect that a child in your care has become or may soon become homeless, email the school counselor, the school nurse (Rosemary Reed) and the district homeless liaison (Melinda Marsalis). In the email, give the child's name, grade and why you feel that they child may be homeless.
4. Counselors: Talk to the child first and as soon as possible talk to the parent. Use the homeless identification worksheet. Try to be discreet in your questioning to avoid embarrassment.
5. Counselors: If you determine that a child is experiencing homelessness:
 - a. Ask your MSIS contact to mark the "At Risk" tab labeled homeless
 - b. Contact the school nurse
 - c. Contact the Homeless Liaison
6. The homeless liaison will:
 - a. Ensure that the student is enrolled
 - b. Ensure that the student's education is not interrupted by district policy
 - c. Ensure that the student is enrolled in tutoring services and after school programs as needed
 - d. Supply the parents with a list of community services that may be helpful
 - e. Supply the students with any basic school and hygiene supplies that are needed
7. Title I funds are allowable if the expenditure is directly related to assistance needed for a student to participate fully in the ACADEMIC (not extracurricular) life of his school.
8. Prohibited: Homeless student's living expenses, driver's licensing fee, extracurricular fees, sports equipment, etc.

Date Approved by the Coffeeville School Board: _____

Coffeeville School District (Teacher / Staff Form)

Suspicion of Homelessness

Name of Student: _____ Grade _____ School _____

Name of person filling out form _____ Date _____

Position (teacher, nurse, librarian, etc.) _____

Please explain in the space below why you suspect that this student is or is becoming homeless:

Give form to the Guidance Counselor at your school

Signature of Guidance Counselor

Date

Counselors should fax or email a copy of this form to LaShanda Hoskins at lhoskins@coffeevilleschools.org

You may also contact via phone at 662-675-8941-2353, Ext: 1011.

Date Approved by the Coffeeville School Board: _____

Coffeeville School District- Homeless Coordinator

School Use Only:

Determination of Homelessness

Name of Student _____ Date _____

School _____ Name of Interviewer _____

Adult being interviewed _____ Relationship to the student _____

The McKinney-Vento Homeless Assistance Act defines homeless children and youths as “individuals who lack a fixed, regular, and adequate nighttime residence.”

Fixed – A fixed residence is one that is stationary, permanent and not subject to change

1. Is this a permanent arrangement or just temporary? _____
2. Are you looking for another place to live? _____
3. Why are you staying in your current place? _____
4. Where were you living right before this place? _____
5. Why did you leave _____
6. Where would you go if you couldn't stay where you are? _____
7. Are you staying with friends / relatives just for a little while? _____
8. Did you and your friends / relatives decide to move in together and share a home and expenses for the long term? _____
9. Or is this a temporary situation for you? _____
10. Could your friends / relatives ask you to leave if they wanted to? _____
11. Are you all sharing the home equally, or are you more like guests in the home? _____

Regular – A regular residence is one that is used on a regular (i.e., nightly) basis

1. Do you stay in the same place every night? _____
2. Do you have a key to the place where you are living? _____
3. Do you move around a lot? _____
4. How long have you been at the place you are living in now? _____
5. How long do you plan to stay? _____
6. How long did you live in your last place? _____

Date Approved by the Coffeeville School Board: _____

Adequate - An adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments

1. How many people are living in the home? _____
2. How many bedrooms / bathrooms does it have? _____
3. Are you and your children sharing a room? _____
4. How many people are staying in one room? _____
5. Are you and your children sleeping in a bedroom, or public area? _____
6. Does the home have heat? ____ Electricity? _____ running water? _____
7. What condition is the home in? _____ Does it keep out rain and wind? _____ Is it safe?
_____ Is it warm and dry? _____ Do the windows have glass panes? _____
8. Can you come and go as you please?

Notes:

Initial Homeless Form (Counselor upon Identification)

Coffeeville Municipal Separate School District

School _____ Counselor _____ Student's First Name _____

Middle Initial _____ Last Name _____

Grade _____ MSIS Number _____

Date that student was enrolled in MSIS as homeless _____ by _____

Give a brief description of the student's situation:

Services Provided	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Addressing needs related to domestic violence										
Assistance with participation in school programs										
Before, after-school, mentoring, summer programs										
Clothing to meet a school requirement										
Coordination between schools and agencies										
Counseling										
Early Childhood Programs										
Emergency assistance related to school attendance										
Expedited evaluations										
Obtaining or transferring records necessary for enrollment										
Parent education related to rights and resources for children										
Referrals for medical, dental, and other health services										
Referral to other programs and services										
School supplies										
Staff professional development and awareness										
Transportation										
Tutoring or other instructional support										

Comments:

Date Approved by the Coffeeville School Board: _____

Coffeeville School District Homeless Children and Youth Handbook Approved by the Coffeeville School Board:

Roger Jackson, School Board President

Date

Dexter Green, Superintendent of Education

Date

LaShanda Hoskins, Federal Programs Director

Date

Date Approved by the Coffeeville School Board: _____